

ADD-03/88  
28 January 1988

MEMORANDUM TO: Director, Foreign Broadcast Information Service  
THROUGH: Chief, Engineering Support Group  
FROM:  Chief, Advanced Development Division, ESG  
SUBJECT: Request for Regularly Scheduled Overtime

STAT

1. Regularly scheduled overtime is requested and recommended for  Advanced Development Division (ADD).

STAT

2. With the resignation of  much of HED's secretarial support needs will be handled by the other secretaries in ESG. This places additional burdens on those secretaries and in a unique way on  who functions as a program office secretary.

STAT

STAT

3. It is requested that regularly scheduled overtime for her be approved. Such overtime will not exceed ten hours per week and will cease four weeks after a full-time secretary reports for duty to HED.

STAT

CONCUR:   
Chief, Engineering Support Group

1/29/88  
Date

STAT

APPROVED:   
A/ Director, Foreign Broadcast Information Service

2/1/88  
Date

STAT